



SC-PAY GRADE 10

REHABILITATION SPECIALIST I

DUTIES AND FEATURES OF THE CLASS:

This incumbent in this position performs routine technical tasks in the rehabilitation of homes. Work involves the inspection of houses to assure compliance with specifications and existing housing codes. The incumbent will apply state and federal regulations to complete housing rehabilitation duties. Work is performed under general supervision and may be reviewed for accuracy.

EXAMPLES OF WORK:

Inspects houses to determine work to be done; writes detailed specifications, cost estimates, contracts, reports, site drawings, and lay-outs; collects on-site applications from homeowners; keeps abreast of new building traits, materials and costs; manages rehabilitation cases from initial application until final inspection; performs various clerical tasks such as answering the phone and filing; keeps department head apprised of status of projects; performs other work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Strong knowledge of construction methods and costs; strong knowledge of building trades - carpentry, plumbing, and electrical; basic knowledge of contract law and housing codes; project management skills; ability to design and read blueprints; ability to perform mathematical calculations; ability to climb ladders to inspect ceilings, attics and roofs as well as crawl under houses to inspect foundations; ability to update and maintain records; knowledge of methods used for deeds research, tax rundowns and general office procedures; ability to establish and maintain effective working relationships with property owners, representatives from other agencies, staff, department heads, and the public.

QUALIFICATIONS:

Minimum of High School Diploma or GED, preferably including or supplemented by technical courses in the building trades; minimum of two (2) years' experience as a building contractor which includes remodeling or rehabilitation work or two (2) years' experience performing comparable work in a Housing Rehabilitation Program; drafting background is preferred or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities; excellent verbal and written communication skills; excellent organizational and customer service skills; working knowledge of Microsoft Office (Outlook, Word, Excel).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35-hour work week
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license
- Must be willing to attend night and weekend meetings and events related to housing issues

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